

**TORFIELD  
and  
SAXON MOUNT  
ACADEMY TRUST  
DRUG ALCOHOL  
AND TOBACCO  
EDUCATION  
POLICY**

**May 2020**

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## **1. Aims and Objectives of the Policy**

This Policy has been developed as part of a whole Federation ethos to develop healthy pupils with high self-esteem who are about to take responsibility for their own learning and actions. They are moving towards independence and are able to make good decisions to keep themselves safe.

In accordance with these values, this policy aims to set out the Federation's approach to teaching and learning about drugs and [school's] management of situations involving drugs. National guidance (DfES ACPO 2012) and the local Drug and Alcohol Education Guidance have informed the policy for schools.

This Policy is intended to feed into the Safeguarding and Child Protection Policy and Behaviour Policy where appropriate.

A drug is defined as any substance which, when taken into the body, affects the chemical composition of the body and how the body functions. (See: appendix 3)

Our school operates a smoke free site and takes the matter of illegal drugs very seriously as part of our Safeguarding procedures, PHSE curriculum and Change for Life program. We are aware of the increasing problem of drug misuse throughout the country and within our community. Therefore, we are committed to working with our parents and carers and social services colleagues. We will ensure parents and carers are informed about their children's drug education, the school rules in relation to drugs and have the opportunity to be consulted about the school's policy and curriculum.

## **2. Drug education curriculum**

Drug education within the school is mainly delivered as part of the PSHE and citizenship programme. It also forms part of the statutory science curriculum.

The goal of drug and alcohol education is:

For pupils to develop the knowledge, skills and attitudes to appreciate the benefits of a healthy lifestyle, promote responsibility towards the use of drugs and relate these to their own actions, both now and in their future lives.

The learning objectives for drug and alcohol education include:

### Attitudes and Values.

- to examine own opinions and values, and those of others
- to promote a positive attitude to healthy lifestyles and keeping self safe
- to enhance self awareness and self esteem
- to value and respect self and others
- to value diversity and difference within society
- to promote a sense of responsibility towards the use of drugs

### Personal and Social Skills

- to identify risks to health
- to communicate with peers and adults, including parents/carers and professionals
- to learn how to give and secure help

- to develop decision-making, negotiation and assertiveness, particularly in situations related to drug use
- to develop an appreciation of the consequences of choices made
- to be able to cope with peer influences, and in resisting unhelpful pressures from adults and the media
- to make choices based on an understanding of difference and with an absence of prejudice
- to be able to talk, listen and think about feelings and relationships
- to develop critical thinking as part of decision-making

#### Knowledge and Understanding

- to develop an understanding of drugs and of the effects and risks of using drugs
- to gain an understanding of how the body functions
- to gain an understanding of what is safe and appropriate drug use
- to gain an understanding of the role of drugs in society and the laws and rules relating to their use
- to gain knowledge of people who can help if pupils have worries and an understanding of confidentiality
- to gain an understanding of the changing nature of relationships, including families and friends, and ways of dealing positively with change.

#### The organisation of the drug education curriculum.

The PSHE Learning Leader is Caroline Higgins at Saxon Mount and Jayne West at Torfield School. Their role includes: planning the drug education curriculum via a scheme of work for PSHE, monitoring its delivery, coordination of assessment and reporting to parents. In our schools we deliver PSHE and citizenship both through planned lessons, as well as through coordinated cross-curricular teaching.

A variety of teaching and learning approaches are used in PSHE and citizenship together with carefully selected teaching materials. There is a place for didactic teaching, together with active learning approaches, such as role-play, small group work and problem solving, which more effectively engages pupils in the learning process. Ground rules are used in PSHE and citizenship to establish a safe, secure and supportive learning environment, which emphasises the promotion of relevant personal skills. Pupils are shown respect for personal privacy and time is taken to explain the implications of personal disclosures. The teaching and learning approaches also include a variety of methods and strategies that cater for the range of attainment levels of our pupils and their diverse needs.

We welcome the involvement of visitors from external agencies where appropriate to complement the core delivery by teaching staff. All visitors are supported in the classroom by a teacher and are informed about the school's drug education policy and the scheme of work for PSHE and citizenship.

The SLT monitors the PSHE and citizenship curriculum. This will include sampling pupils' work and monitoring curriculum plans. Factual knowledge and understanding about drugs and specific personal and social skills, as identified in the scheme of work, will be assessed within PSHE and citizenship.

### **3. Confidentiality and child protection**

Confidentiality is an important consideration with respect to drugs and the boundaries of confidentiality will be made clear to pupils. If a pupil discloses information which is sensitive, the request for confidentiality will be considered unless this is unavoidable in order for teachers to fulfill their professional responsibilities in relation to: child protection and safeguarding, cooperation with a police investigation or referral to an external service. Teachers cannot and should not promise total confidentiality.

It may be necessary to invoke child protection procedures if a pupil's safety is under threat. In such circumstances the member of staff will inform the Designated Safeguarding Lead, of concerns using the schools' system of recording and reporting. Relevant examples include a disclosure of illegal drug use by a pupil, and reporting of problematic substance misuse in the family home. Where there is disclosure of illegal substance use by a pupil, parents will be informed in all but the most exceptional circumstances, where there is a proven risk of immediate harm by sharing that information with the family.

### **4. Drug related situations**

A drug related situation is one where there is suspicion, disclosure or observation of the use of unauthorised drugs or the discovery of unauthorised drugs.

We do not allow anyone to possess, produce, supply or offer illegal drugs on the premises in accordance with the Misuse of Drugs Act 1971. Any suspected illegal drugs found, or confiscated, on premises will be referred to the Police for action. In addition, the DSL will contact SPOA for advice and possible referral. The designated senior member of staff for drug related situations is the Designated Safeguarding Lead.

The following will guide staff's response to an incident of drug or alcohol misuse.

- Initial response and investigation;
- Inform DSL – who will guide investigation, ensure written record is made and decide on appropriate action e.g contacting Police and/or SPOA;
- Consider responses, including whether to contact police – including possible disposal, if advised, and further searching;
- Contact parents / carers;
- Consider contacting Chair of Academy Advisory Board, LA and other support services;
- Consider sanctions / support needs of pupil(s) involved;

Any tobacco, alcohol, solvents or illegal substances found on pupils will be confiscated. If necessary a pupil will be asked to turn out their own pockets or bags, with another member of staff present.

Substance misuse at school is a serious matter. If a pupil is discovered with tobacco they would receive an after school detention and parents would be informed. If a pupil is discovered with alcohol, solvents or illegal drugs, then a fixed period exclusion could be a consideration. More serious disciplinary consequences will be considered, together

with support needs and child protection, dependent upon individual circumstances. The schools have the powers, with police assistance if necessary, to remove anyone from the site who is causing a nuisance or disturbance. This includes being intoxicated. The safety of pupils during the journey to and from school is important. If staff have concerns about the safety of a pupil due to parent /carer intoxication then discussion will be held with the adult and consideration given to moving the pupil to a safer environment and / or alternative means of travel home.

## **5. Health and Safety and medicines**

(Cross referenced with to Federation's Health and Safety Policy, and Administration of Medication Policy and Supporting pupils with Medical Conditions Policy.)

The safety of the individual and of all others on the school site are the most important concern if a pupil, visitor or member of staff is thought to be under the influence of any drug or substance which adversely affects their judgement. Responding consistently within our stated Health and Safety procedures, including, where necessary, the administration of first aid, is the priority.

Should any drug related paraphernalia be discovered on the school site, most will be handled within existing health & safety procedures using safety equipment such as disposable gloves, and will be bagged up and disposed of in the rubbish. A written record will be kept of suspicious paraphernalia. Pupils will be advised to not touch suspect items, such as discarded injecting equipment, but report the matter to a member of staff. The member of staff will ensure safety is maintained, until appropriate disposal of the item(s) is undertaken.

Solvents or hazardous chemicals legitimately used carefully by school staff are stored securely in the Site Manager's locked cupboards, in the garage and managed by the Site Manager in a way to prevent inappropriate access or use.

The approach to access and administration of medicines is set out in the school's Federation Supporting pupils with Medical Conditions Policy. The principles underlying this are to:

- Recognise individual medical needs and promote inclusion to provide an education for all pupils, supporting their medical needs.
- Undertake to contact parents/carers if a pupil is ill during the school day.

The schools provide for the safe and secure storage of medicines:

- all adults are responsible for the secure storage of their own medication
- there is a named member of staff responsible for the secure storage of pupils' (prescribed) medication, both at school and on school visits
- there are first aid kits on the school site, with information about their location.

The Federation aims, where possible, to enable self-administration of medicines by pupils within a safe and supportive environment. Staff only administer medicines if written parental consent has been provided and agreed to by the school and the nominated member of staff. This may involve additional training for members of staff involved in offering assistance, which may also include assistance with surgical

appliances (e.g. artificial limbs) and medical aids (e.g. hearing aids).

#### Emergency aid

Summoning medical help such as the qualified first aider, or an ambulance is crucial, but in the interim period, emergency aid should be applied as follows:

- Move the child or young person as little as possible
- Put into the recovery position
- Ensure the mouth is open and unobstructed
- Keep them warm and quiet
- Monitor breathing, start artificial respiration if breathing stops or becomes shallow
- Apply chest compression if there is no heart beat

If staff have any suspicions that a pupil is intoxicated from inhaling a volatile substance, care should be taken to not chase or overexcite the pupil. Strenuous activity for volatile substance misusers can increase the risk of sudden death. The pupil should be kept calm until the effects have worn off.

### **6. Educational visits / social events**

The school's drug education policy applies during school visits and school social events.

During educational visits:

- Staff will be briefed about procedures and responsibilities before all visits, which will include the issue of consumption of alcohol and smoking by staff
- Adults should keep any personal medication in a safe place
- A nominated first aider will be responsible for the safe storage of any pupils' medicines and supervision of their administration
- Pupils will be reminded about the relevant school rules in advance.

School social events:

- At all social events organised by the school, the responsibility for the conduct of the pupil's present remains with the parent/carer.
- At such events the school 'No Smoking Policy' will be enforced.
- This school will not condone the use of any illegal substance by any individual during social activities connected with the school.
- With no pupils on site adults at designated school functions, subject to compliance with licensing law and within reasonable limits, may consume alcohol.

### **7. Staff training**

All staff are expected to work within the agreed policy and their own professional and employment terms and conditions.

Training will be available to all staff on: basic awareness of drugs (including alcohol), emergency procedures, procedures in the event of an incident, confidentiality and disclosure, and awareness of the drug education teaching programme within PSHE and citizenship and its consistency with the school's values. In addition, the specific professional development needs of teachers delivering aspects of drug education within PSHE and citizenship, will be incorporated into individual and team professional

development plans.

## **8. Implementation, monitoring and review**

Implementation of the policy is the responsibility of the Executive Head Teacher, the respective Heads of School and Governors for Safeguarding will act as link Governor for drug education, and other aspects of PSHE and citizenship at the school. An annual report will be produced for the Governors, including PSHE and citizenship provision and about drug related situations. This will include evaluative feedback from pupils, as well as teaching and support staff. Opportunities will be made to inform parents about their children's drug education and about wider support and concerns about drugs, both through written information and parent's events.

**Date of policy: May 2020**

**Date of next review of policy (within 3 years): May 2023**

## **Appendix 1**

**Summary of school's PSHE and citizenship scheme of work.**

## **APPENDIX 2**

### **Support Agencies**

#### **National**

- **Talk To Frank** - 0800 776600  
[www.talktofrank.com](http://www.talktofrank.com)
- **Drinkline** – 0800 9178282  
[www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk),
- **ADFAM** – 020 7 928 8898  
Waterbridge House, 32-36 Loman Street, London. SE1 0EH.  
The national organisation for the families and friends of drug users  
[www.adfam.org.uk](http://www.adfam.org.uk)
- **Drugscope** – 020 7928 1211  
Waterbridge House, 32 - 36 Loman Street, London SE1 0EE.  
DrugScope is a UK charity that conducts research in the drugs field and provides drugs information to professionals and the public.  
[www.drugscope.org.uk](http://www.drugscope.org.uk)
- **Release** – 0207 729 5255  
388 Old Street, London, EC1V 9LT  
Also, Drugs in Schools Helpline by RELEASE - 0345 366666  
[www.release.org.uk](http://www.release.org.uk)
- **RE-SOLV** – 0808 800 2345  
30a High Street, Stone, Staffordshire, ST15 8AW  
The Society for the Prevention of Solvent Abuse  
[www.re-solv.org/](http://www.re-solv.org/)
- **Childline** – 0800 1111.  
Studd Street, London. N1 0QW  
[www.childline.org.uk](http://www.childline.org.uk)

**Local** – specialist substance misuse.

#### **East Sussex**

Young People's Substance Misuse Service – 01323 484809 or 01273 513801.  
3a The Centre, Polegate, E. Sussex. BN26 6AQ  
Treatment and support service for under 19's with problematic substance misuse.

**Local** – general information and advice.

Eastbourne Downs:

**Open Door Eastbourne** –01323 725155  
67 Susans Rd, Eastbourne. BN21 3TG

**Infopoint, Hailsham** – 01323 843377.  
1 Market Square, Hailsham. BN27 1AQ  
info@eastbourneymca.force9.co.uk

Hastings and St.Leonards:

**Youth Information Shop** – 01424 447033  
31 Cambridge Road, Hastings. TN34 1DJ

Bexhill and Rother:

**Sidley Young People's Centre** - 01424 216869  
121 Ninfield Road, Sidley, Bexhill-on-sea TN39 5BD

**Animate** - 01797 225006  
PO Box 34, Landgate, Rye, TN31 7ZH

### APPENDIX 3 – Definition of a drug and information about drugs of misuse.

A drug is any substance which, when taken into the body, affects the chemical composition of the body and how the body functions. All medicines are drugs but not all drugs are medicines. Therefore, drugs include legally controlled substances such as: Caffeine, alcohol, tobacco, solvents, amyl nitrate (poppers), as well as substances used for medical purposes, whether sold over the counter or prescribed, such as: antihistamines, antibiotics, tranquillisers and illegal substances such as: cannabis, ecstasy, heroin, cocaine, LSD  
Possession of some prescription-only medicines, such as Temazepam and Ritalin, is illegal under the Misuse of Drugs Act if no prescription is held.

These lists are not definitive and there may be some overlap of the categories.

Substance	Effects	Risks	Legal Position
Tobacco	Relaxation, headache, bad breath, reduced appetite	Bad cough, cancer, heart attack, breathless	Illegal to sell to anyone under 16
Alcohol	Relaxation, lose inhibitions, loss of control, vomiting, violence, drowsiness	Liver damage, impairs decision making and judgement	Illegal to sell to anyone under 18 (as a general rule).
Cannabis / marijuana	Lack of co-ordination, related heart rate increase, happy loss of inhibitions, can cause panic	Long term may cause lung disease and psychotic illness. Loss of memory, impaired judgement	Class C. Illegal to grow or supply
Solvents / gas	Facial rash, stomach cramps, lack of co-ordination, aggressive behaviour, weird visions, headaches, light headed, relaxing	Death from asphyxiation or heart seizure. Psychological dependence. Choking on vomit. Possible damage to lungs, kidneys, liver, heart and central nervous system	Illegal to sell to under 18s knowing it will be abused
Amphetamines	Initially energetic and confident, but anxiety and restlessness can follow	High doses can produce delirium, panic, paranoia or depression, heart failure, damaged blood vessels	Class B. Illegal to possess or supply (unless prescribed)
MDMA / Ecstasy	Increased energy and colour perception, feelings of well-being, increased thirst, head and muscle ache	Can lead to anxiety, panic, insomnia, hypothermia and dehydration. Some evidence of liver damage	Class A. Illegal to possess or supply

<b>Substance</b>	<b>Effects</b>	<b>Risks</b>	<b>Legal Position</b>
LSD	Hallucinogenic effects, including intensified colours and sounds, or even out of body experiences. Effects are dependent on the strength of the dose.	Difficult to identify strength of dose. Experiences can be emotionally disturbing (bad trip) leading to anxiety. Flashbacks can occur.	Class A. Illegal to possess or supply.
Hallucinogenic mushrooms / magic mushrooms	Similar to LSD experience	Main risk is picking and eating a poisonous mushroom by mistake	Class A if processed - cooked, dried or made into tea
Amyl Nitrate	Blood vessels dilate causing a rushing sensation to head, lose balance, increased energy. May enhance sexual pleasure. Effects are short lived.	Vomiting, shock, unconsciousness, heart attack, dizziness, headache, palpitations	Currently no legal restrictions on use or supply
Anabolic Steroids	Increase strength, speed, aggression and competitiveness. Enables more intensive training for longer.	Restriction on growth, spinal problems, menstrual abnormalities, voice changes, increase in hair growth	Possession for personal use not illegal. Supply is illegal, with Class C penalties.
Heroin	Euphoria, reduced anxiety and pain levels. Slow heart rate and breathing. Can cause constipation. Appetite loss.	Highly addictive. Difficult to identify strength of dose and what it is mixed with. Danger of overdose. Injecting causes abscess and other infections including septicaemia and HIV	Class A. Illegal to possess or supply.
Cocaine/ Crack	Feelings of exhilaration, strength and well being. Decreased hunger, indifference to pain and fatigue. Effects relatively short term.	Comedown can bring on depression, anxiety and fatigue. Excessive doses may cause death from respiratory or heart failure. Long term use may lead to paranoid psychosis.	Class A. Illegal to possess or supply.

## **Appendix 4**

Suggested letter to parents of the school.

### **Drug Alcohol and Tobacco Education Policy**

This policy is being prepared in consultation with other local schools, the PSHE & Change for Life advisory team, Governors and teaching staff, and, having read the document, parents/carers views would be greatly appreciated in writing by (insert date).

The specific aims of drug education within PSHE will match the age, maturity and experience of the young people involved, but underpinning all of them will be an understanding of the physical, psychological, social and legal aspects of drug use and misuse. The school needs to be aware of and take into consideration the parents/carers views and how this may affect its drug education objectives. The goal of our drug education is for our pupils to develop the knowledge, skills and attitudes to appreciate the benefits of a healthy lifestyle, promote responsibility towards the use of drugs and relate these to their own actions, both now and in their future lives.

For the purposes of the policy, drugs are defined as any substance which, when taken into the body affects how it functions - including legal drugs such as caffeine, alcohol, tobacco, solvents, medicine such as pain killers, cough mixtures, as well as illegal substances.

The policy also seeks to inform all pupils/parents/carers and staff of the steps which will be taken in the event of a drugs related situation occurring.

Copies of the draft policy will be available to view on loan from the school office until (insert date).

Parents/carers' responses will be discussed by the working party, and any suggestions for alterations will be given due consideration.

Yours faithfully,